

CHILD & ADULT CARE FOOD PROGRAM (CACFP)

CIVIL RIGHTS INSTRUCTIONS

To meet the Civil Rights Requirements, please do the following:

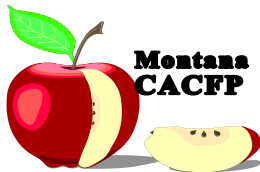
1. Read "Civil Rights Compliance and Enforcement in the CACFP."
2. During the first month of participation in the Child and Adult Care Food Program, determine the racial/ethnic categories for all enrolled participants at your centers and/or day care homes. Information on the racial/ethnic makeup of the population throughout Montana is attached to this letter. Please determine the appropriate information for your area and fill in #1 and #2 of the "Civil Rights Compliance" form. Record this information and send a copy to the MT CACFP and keep a copy of it in a confidential manner for review by the State Agency and/or USDA.
3. Provide training to your staff on "Civil Rights Compliance and Enforcement in the Child and Adult Care Food Program" Section I through V.
4. Contact minority or grassroots organizations in your area to let them know that the benefits of the Program are available to all eligible individuals without regard to age, race, color, national origin, sex, or disability. A grassroots organization is any group organized at the local level such as school districts, libraries, hospitals, and resource and referral agencies.
5. Provide documentation of Civil Rights Compliance and Enforcement in the CACFP by completing the form "Instructions and Record of Civil Rights Compliance Training" and mail the original to the CACFP office, with your application.
6. Include the following statement on all Program information that is provided to parents and guardians and/or the public.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY).

If the material is too small to permit the full statement to be included (e.g. brochures, coupons, electronic benefit cards, flyers, and other media of less than a page) the material must, at a minimum include the USDA's short nondiscrimination statement as follows: "This institution is an equal opportunity provider and employer."

7. Display the Civil Rights poster.
8. Inform beneficiaries and potential beneficiaries regarding the complaint procedure.



**Montana
CACFP**

CHILD AND ADULT CARE FOOD PROGRAM

INSTRUCTIONS AND RECORD OF CIVIL RIGHTS COMPLIANCE

TRAINING

Name of Institution: _____

Address: _____

1. We have read "CIVIL RIGHTS COMPLIANCE AND ENFORCEMENT IN THE CHILD & ADULT CARE FOOD PROGRAM".

Signature

Date

2. We have counted all participants enrolled at our Centers/Day Care Homes on (date), by racial/ethnic categories using the categories given in "CIVIL RIGHTS COMPLIANCE AND ENFORCEMENT in the CHILD & ADULT CARE FOOD PROGRAM." This information will be kept in our office and will be available for review by the State Agency and/or USDA. This information will be kept confidential.

Signature

Date

3. We have reviewed our requirements, procedures, and policies to determine that they do not restrict or deny enrollment on the basis of race, color, national origin, sex, age, or disability.

Signature

Date

4. We have contacted the following grassroots or minority organizations in our area to announce our participation in CACFP:

1. _____

2. _____

3. _____

Signature

Date

5. We have filled out CACFP Application for Participation Civil Rights Compliance with our application and have mailed it to the CACFP Office. We have kept one copy for our files.

Signature

Date

6. We will include the following statement in all of the information that we hand out to parents, guardians and/or the public including leaflets, brochures, bulletins and newspaper announcements.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included (e.g. brochures, coupons, electronic benefit cards, flyers, and other media of less than a page) the material must, at a minimum include the USDA's short nondiscrimination statement as follows: **"This institution is an equal opportunity provider and employer."**

Signature

Date

7. The Civil Rights Poster "And Justice for All" is displayed near our facility's public entrance.

Signature

Date

8. We understand that there is a complaint procedure for anyone that feels they have been discriminated against and that any complaints should be forwarded to the USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY).

Signature

Date

9. We will provide Civil Rights Compliance training _____ to _____ (date)

_____ on the following subjects:
(# of attendees)

Signature

Date

Please sign this form in all places as required and return it to the Montana CACFP.